State of California
Department of Technology Services

BILLING PREFIX AND
ACCOUNT CODE REQUEST

To request a new Department of Technology Services (DTS) billing prefix, please complete the fields below. For questions, contact your DTS Customer Relations Representative at (916) 454-7225 or the Rates and Cost Recovery Unit, at (916) 739-7709.

☐ DTS Billing System   ☐ SY3 - SCO   ☐ DOF Cal Stars Only

Project Name/Identification		Authorized Customer Signature	
Effective Date of Change		Title	
Billing Prefix	Account Code	Customer Phone Number	Date
Department Name		DTS Customer Relations Representative	
Billing Address		DTS Customer Relations Representative's Phone Number	
Attention			

Type of Request

☐ Add New Billing Prefix	☐ Add New Account Code	☐ Change Account Code Description	☐ Delete Billing Prefix or Account Code

Department/Project Description

Route Completed Form To:

1. DTS Customer Relations Representative (Mail Stop Y01)   Date:
   (C.R. Rep. route to Rates and Cost Recovery Unit)

2. Rates and Cost Recovery Unit (Mail Stop Y07)   Date:

BILLING PREFIX AND ACCOUNT CODE REQUEST
INSTRUCTIONS

DTS Billing System The shared mainframe or the server environment at either the Gold Camp or Cannery location.

SY3-SCO The dedicated SY3 system at the Gold Camp location that is used only for State Controller's Office applications.

DOF CalStars Only Accounting system supported at the Cannery location that is a Department of Finance developed/administered accounting system.

Project Name/Identification Identify the specific project or unit within a department. This information is helpful in identifying costs for specific projects or units within a department.

Effective Date of Change Enter the date the change will be in effect.

Billing Prefix Enter current billing prefix if you wish to make changes within this billing prefix. Leave blank if you are requesting a new billing prefix; DTS Rates and Cost Recovery staff will enter the new billing prefix once a new billing prefix has been assigned.

Account Code Enter current account code if you wish to make changes within this account code. Enter desired account code if you wish to add one within an already established billing prefix.

Department Name Enter your department name.

Billing Address Enter your complete billing address, including the city, zip code, room number or mail stop location.

Authorized Customer Signature Signature of authorized person.

Title Enter title of authorized person.

Customer Phone Number Enter phone number of authorized person.

Date Enter current date.

DTS Customer Relations Representative Enter name of representative.

DTS Customer Relations Representative's Phone Number Enter phone number of representative.

Type of Request
> **Add New Billing Prefix** Check box. DTS staff will identify and notify customer of new Billing Prefix.
> **Add New Account Code** Check box and enter new Account Code. All Account Codes must begin with an already-established customer Billing Prefix.
> **Change Account Code Description** Change the description that applies to the customer's internal cost accounting or Project associated with this Account Code. (*Refer to the "Department/Project Description" section below.)*
> **Delete Billing Prefix or Account Code** Check box and enter the Billing Prefix or Account Code to be deleted.

Department/Project Description Enter the desired accounting or Project description that the customer wishes to associate with the use of the Account Code indicated.

Route Completed Form To
> 1. **DTS Customer Relations Representative (Mail Stop Y01)** Enter name of representative and route. (Note: The Customer Relations Rep. will route to the Rates and Cost Recovery Unit.)
>   **Date** Enter current date.
> 2. **Rates and Cost Recovery Unit, (Mail Stop Y07)** Route.
>   **Date** Enter current date.

DTS INTERNAL USE ONLY Do not complete.